

Department of Environmental Services City Hall Room 300B, 30 Church Street Rochester, New York 14614-1290 www.cityofrochester.gov



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## NUMBER 11.4

## FLEET MANAGEMENT POLICY / PROCEDURE

SUBJECT: Old Vehicles Are Turned In Upon Replacement

APPROVED:

Michael Quattrone, Fleet Manager

**PURPOSE:** Document that "old vehicles" are turned in upon replacement.

**PROCEDURE:** The City's Fleet Acquisition and Replacement Policy currently in place for

all City departments, including all vehicles and motorized equipment except firefighting equipment, requires that, "Once a vehicle has been

replaced, it is declared surplus and sold at auction".

The Fleet Acquisition Process followed by the division includes a "Final Vehicle In-Service Check List" that requires the customer to turn in the existing vehicle. This procedure assures that vehicles that have been

replaced do not remain in the fleet.

**PREPARED BY:** Michael Quattrone, Fleet Manager

**DATE:** September 22, 2010

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